CIVIC STATION UNIVERSAL CORE

Local Collection Builder

Selecting, labeling, printing, and maintaining local sets

Publication ID: CSUC-REF-004
Language: English

Published by Civic Station Universal Core
Jeremy Levan
America Together 2028

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Civic Station Universal Core
Jeremy Levan
America Together 2028

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Main Content

Selected Source Materials

> This section presents selected source materials related to the purpose of this volume.

Appendix C How To Build Local Collections

Title: Appendix C — How to Build Local Collections

Purpose: Help institutions select useful modules without copying the entire library into every local packet.

Relationship to Universal Core: Local collections are curated views of Universal Core. They preserve source IDs, versions, and independent document boundaries.

GENERAL METHOD

1. Define the audience and decision need.

2. Begin with CS-001 and relevant CSF orientation documents.

3. Select CSA frameworks describing the systems involved.

4. Select OM manuals supporting practical work.

5. Record every chosen ID in a local collection manifest.

6. Verify hashes and versions.

7. Add local material as a clearly labeled supplement.

CITY COLLECTION

Select Civic Leadership, Civic Services, Infrastructure, Planning, Governance, Public Works, and relevant operational manuals. Create separate packets for leadership, departments, and public access.

LIBRARY COLLECTION

Preserve the complete digital edition where possible. Provide a small orientation binder, public indexes, and topic packets. Keep historical materials clearly labeled.

SCHOOL COLLECTION

Begin with foundation documents, civic education frameworks, and selected operations documents appropriate to the course. Provide citation guidance and distinguish source documents from classroom activities.

COMMUNITY ORGANIZATION COLLECTION

Select volunteer, partnership, outreach, events, governance, planning, evaluation, and community knowledge materials. Keep the packet small enough to use while linking to the complete library.

COLLECTION MANIFEST

Record:

- Collection name
- Intended audience
- Document IDs and titles
- Versions
- Source hashes
- Selection date
- Local supplements

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Appendix E Archive Stewardship Guide

Title: Appendix E — Archive Stewardship Guide

Purpose: Summarize preservation, version awareness, and responsible update practices.

Relationship to Universal Core: This appendix points stewards to CSF-0032 through CSF-0038 and the promotion-history controls.

PRESERVATION

- Maintain immutable release manifests.
- Keep multiple verified copies.
- Store historical versions separately from active versions.
- Retain source filenames and hashes.
- Test archives periodically.

VERSION AWARENESS

- A document ID identifies the work.
- A version identifies an edition or revision.
- Historical versions keep their IDs but receive HISTORICAL status.
- Public catalogs should clearly identify the active version.

RESPONSIBLE UPDATES

1. Audit before changing.

2. Preserve the current file and its hash.

3. Document authority and reason.

4. Stage changes separately.

5. Review identity, references, and metadata.

6. Promote only approved items.

7. create a new manifest.

RESERVED NUMBERS

Never fill or reuse reserved identifiers without an explicit architecture decision.

MODULARITY

Do not merge modules merely because titles or sections resemble one another. Independent usefulness is a preservation requirement.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Appendix D Print And Distribution Guide

Title: Appendix D — Print and Distribution Guide

Purpose: Provide practical guidance for individual printing, binders, local packets, and digital sharing.

Relationship to Universal Core: This appendix supplements CSF-0012, CSF-0014, CSF-0029, CSF-0030, and CSF-0031 without replacing them.

INDIVIDUAL DOCUMENT PRINTING

- Print the complete selected document.
- Keep ID, title, version, archive, and contact information.
- Avoid page edits that obscure identity.
- Label locally annotated copies.

BINDER COLLECTIONS

- Use a cover naming the audience and edition.
- Include a table of contents listing document IDs.
- Separate CS/CSF, CSA, and OM sections.
- Use dividers without renumbering documents.
- Record replacement pages by version.

LOCAL PACKETS

- Select only materials relevant to the local purpose.
- Add a package map explaining omissions are intentional selections.

- Place local policies in a separate local-supplement section.
- Do not imply a packet is the complete Universal Core.

DIGITAL DISTRIBUTION

- Distribute a manifest with every bundle.
- Use stable filenames.
- Verify SHA-256 hashes.
- Do not distribute the stale Civic Station Manual.zip.
- Use a newly generated, versioned release bundle.

ACCESSIBILITY AND QUALITY

Check readable font sizes, clear headings, page order, margins, and searchable text. Accessibility formatting should preserve document wording and identity.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Civic Station Community Network Local Capacity Integrated Systems Framework Handbook Reference Edition V1.0.0

OM-1000

CIVIC STATION COMMUNITY NETWORK LOCAL CAPACITY INTEGRATED SYSTEMS

FRAMEWORK HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

==========

Document ID: OM-1000

Title: Civic Station Community Network Local Capacity Integrated Systems Framework Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-999

==========

1. PURPOSE

This handbook establishes the integrated operating framework that connects local capacity foundation, evaluation, improvement, sustainability, technology, training, leadership, recognition, retention, coordination, and measurement systems into one unified Civic Station capability network.

The Local Capacity Integrated Systems Framework provides a structure for understanding how individual capability systems work together as a coordinated network that strengthens communities through shared knowledge, resources, relationships, skills, leadership, collaboration, and continuous development.

==========

2. OBJECTIVES

==========

The Local Capacity Integrated Systems Framework should:

- Connect local capability systems • Align community operations •

Support coordinated development • Improve communication pathways • Preserve knowledge and resources • Strengthen participation • Encourage continuous improvement • Build long-term community resilience

==========

3.

INTEGRATED SYSTEMS FRAMEWORK PRINCIPLES

The integrated framework should emphasize:

- Coordination • Accessibility • Transparency • Responsibility •

Collaboration • Learning • Adaptability • Sustainability

==========

4.

INTEGRATED SYSTEM COMPONENTS

The framework connects:

- Foundation systems • Evaluation systems • Improvement systems •

Sustainability systems • Technology systems • Training systems • Leadership systems • Recognition systems • Retention systems • Coordination systems • Measurement systems

==========

5. SYSTEM

CONNECTION MODEL

Organizations should support connections between:

- People and resources • Knowledge and action • Training and capability
- Leadership and responsibility • Measurement and improvement •

Evaluation and adaptation • Recognition and participation • Technology and communication

==========

6.

INTEGRATED OPERATIONS PROCESS

Civic Stations should support:

- Identifying community capability needs • Connecting available

resources • Developing skills and knowledge • Coordinating activities • Measuring outcomes • Evaluating effectiveness • Improving systems • Preserving successful practices

==========

7.

FRAMEWORK SUPPORT

Civic Stations should provide:

- Operating guidance • Shared documentation • Communication pathways •

Training resources • Coordination tools • Evaluation methods • Improvement support

==========

8. SYSTEM MANAGEMENT

==========

Organizations should maintain:

- Integrated procedures • Capability records • Resource information •

Knowledge systems • Participation records • Review processes • Improvement strategies

==========

9.

CONTINUOUS DEVELOPMENT

The Local Capacity Integrated Systems Framework should evolve through community experience, feedback, measurement, innovation, adaptation, and changing community needs.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station network where residents, organizations, volunteers, educators, service providers, partners, and local leaders operate through connected systems that strengthen skills, resources, relationships, knowledge, collaboration, innovation, adaptation, leadership, technology, training, recognition, retention, coordination, measurement, and community capability for current and future generations.

==========

END OF OM-1000

==========

Civic Station Community Network Local Infrastructure Resilience Foundation Handbook Reference Edition V1.0.0

OM-811

CIVIC STATION COMMUNITY NETWORK LOCAL INFRASTRUCTURE RESILIENCE

FOUNDATION HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-811

Title: Civic Station Community Network Local Infrastructure Resilience Foundation Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-810

==========

1. PURPOSE

This handbook establishes recommended practices for identifying, organizing, and strengthening local infrastructure resilience systems, including critical resources, community assets, essential services, maintenance networks, and long-term infrastructure stability within the Civic Station Community Network.

The Local Infrastructure Resilience Foundation model provides a framework for understanding community infrastructure needs, identifying important assets, supporting maintenance networks, coordinating resources, and improving the ability of communities to maintain essential systems over time.

==========
2. OBJECTIVES
==========

Local infrastructure resilience systems should:

- Identify critical community assets • Support essential services •

Improve infrastructure awareness • Strengthen maintenance networks • Coordinate resources • Build long-term stability

==========
3.

INFRASTRUCTURE RESILIENCE PRINCIPLES

Infrastructure resilience systems should emphasize:

- Reliability • Preparedness • Responsibility • Cooperation •

Adaptability • Continuous improvement

==========

4.

INFRASTRUCTURE RESILIENCE AREAS

Local infrastructure resilience may include:

- Essential services • Community facilities • Resource systems •

Maintenance networks • Transportation connections • Communication infrastructure • Utility support systems

==========

5.

FOUNDATION DEVELOPMENT PROCESS

Organizations should support:

- Identifying infrastructure resources • Understanding community needs •

Mapping important assets • Connecting maintenance partners • Developing resilience plans • Reviewing infrastructure capabilities

==========

6.

INFRASTRUCTURE SUPPORT SYSTEMS

Civic Stations should provide:

- Infrastructure information • Resource directories • Communication

pathways • Maintenance connections • Community education • Feedback opportunities

==========

7.

FOUNDATION MANAGEMENT

Organizations should maintain:

- Infrastructure procedures • Asset information • Resource records •

Partner information • Review processes • Improvement plans

==========

8.

DOCUMENTATION

Maintain records including:

- Infrastructure guidelines • Community asset information • Maintenance

records • Resource information • Feedback records • Improvement recommendations

==========

9.

CONTINUOUS IMPROVEMENT

Civic Station local infrastructure resilience capabilities should evolve through experience, feedback, measurement, innovation, and changing community needs.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station local infrastructure resilience network where residents, organizations, service providers, maintenance partners, educators, volunteers, and local leaders understand important community assets, support essential systems, coordinate resources, and strengthen the long-term stability and resilience of local infrastructure.

==========

END OF OM-811

==========

Civic Station Community Network Local Infrastructure Resilience Communication Handbook Reference Edition V1.0.0

OM-812

CIVIC STATION COMMUNITY NETWORK LOCAL INFRASTRUCTURE RESILIENCE

COMMUNICATION HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-812

Title: Civic Station Community Network Local Infrastructure Resilience Communication Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-811

==========

1. PURPOSE

This handbook establishes recommended practices for sharing infrastructure information, maintenance updates, service guidance, resource availability, infrastructure education, and community support information with residents, organizations, and partners within the Civic Station Community Network.

The Local Infrastructure Resilience Communication model provides a framework for creating reliable communication systems that improve awareness of community assets, support maintenance coordination, increase understanding of essential services, and strengthen long-term infrastructure resilience.

==========
2. OBJECTIVES
==========

Local infrastructure resilience communication should:

- Improve access to infrastructure information • Increase community

awareness • Support maintenance coordination • Connect residents with resources • Improve service understanding • Strengthen infrastructure resilience

==========
3.

COMMUNICATION PRINCIPLES

Infrastructure resilience communication should emphasize:

- Clarity • Accuracy • Accessibility • Reliability • Timeliness •

Continuous improvement

==========

4.

COMMUNICATION AREAS

Infrastructure resilience communication may include:

- Infrastructure updates • Service information • Maintenance guidance •

Resource availability • Community education • Support connections

==========

5.

COMMUNICATION DEVELOPMENT PROCESS

Organizations should support:

- Identifying information needs • Creating communication plans •

Organizing infrastructure resources • Sharing updates • Gathering feedback • Improving communication systems

==========

6.

COMMUNICATION CHANNELS

Civic Stations should provide:

- Infrastructure information systems • Resource listings • Communication

platforms • Educational materials • Community announcements • Feedback opportunities

==========

7.

COMMUNICATION MANAGEMENT

Organizations should maintain:

- Communication procedures • Infrastructure records • Update schedules •

Distribution methods • Review processes • Improvement plans

==========

8.

DOCUMENTATION

Maintain records including:

- Communication guidelines • Infrastructure materials • Service

information • Community updates • Feedback records • Improvement recommendations

==========

9.

CONTINUOUS IMPROVEMENT

Civic Station local infrastructure resilience communication capabilities should evolve through experience, feedback, measurement, innovation, and changing community needs.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station local infrastructure resilience communication network where residents, organizations, service providers, maintenance partners, educators, volunteers, and local leaders have access to reliable information about community assets, essential services, maintenance activities, resources, and infrastructure support systems.

==========

END OF OM-812

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Civic Station Community Network Local Infrastructure Resilience Participation Handbook Reference Edition V1.0.0

OM-813

CIVIC STATION COMMUNITY NETWORK LOCAL INFRASTRUCTURE RESILIENCE

PARTICIPATION HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-813

Title: Civic Station Community Network Local Infrastructure Resilience Participation Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-812

==========

1. PURPOSE

This handbook establishes recommended practices for how residents, organizations, service providers, maintenance partners, educators, volunteers, and local leaders participate in infrastructure awareness, maintenance support, resource coordination, improvement initiatives, and long-term infrastructure resilience efforts within the Civic Station Community Network.

The Local Infrastructure Resilience Participation model provides a framework for encouraging active involvement, connecting community capabilities, supporting responsible infrastructure stewardship, and strengthening the ability of communities to maintain important systems over time.

==========
2. OBJECTIVES
==========

Local infrastructure resilience participation should:

- Encourage community involvement • Improve infrastructure awareness •

Support maintenance activities • Connect local capabilities • Strengthen resource coordination • Improve long-term stability

==========
3.

PARTICIPATION PRINCIPLES

Infrastructure resilience participation should emphasize:

- Inclusion • Cooperation • Responsibility • Accessibility • Shared

stewardship • Continuous improvement

==========

4.

PARTICIPATION AREAS

Infrastructure resilience participation may include:

- Infrastructure awareness activities • Maintenance support programs •

Community asset projects • Resource coordination • Improvement initiatives • Infrastructure education

==========

5.

PARTICIPATION DEVELOPMENT PROCESS

Organizations should support:

- Identifying community capabilities • Creating participation

opportunities • Connecting residents and partners • Supporting improvement initiatives • Gathering feedback • Reviewing outcomes

==========

6.

PARTICIPATION SUPPORT SYSTEMS

Civic Stations should provide:

- Infrastructure information • Participation pathways • Resource

connections • Communication channels • Education resources • Feedback opportunities

==========

7.

PARTICIPATION MANAGEMENT

Organizations should maintain:

- Participation procedures • Volunteer information • Resource records •

Partner information • Review processes • Improvement plans

==========

8.

DOCUMENTATION

Maintain records including:

- Participation guidelines • Infrastructure information • Community

capability records • Activity records • Feedback information • Improvement recommendations

==========

9.

CONTINUOUS IMPROVEMENT

Civic Station local infrastructure resilience participation capabilities should evolve through experience, feedback, measurement, innovation, and changing community needs.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station local infrastructure resilience participation network where residents, organizations, service providers, maintenance partners, educators, volunteers, and local leaders work together to understand, support, improve, and sustain important community infrastructure systems for future generations.

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END OF OM-813

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Universal Information Governance Data Stewardship Framework

CSA-112 — Universal Information Governance Data Stewardship Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for governing, protecting, maintaining, and improving organizational data assets throughout their lifecycle. It defines stewardship responsibilities that ensure data remains accurate, trusted, secure, and useful across the Civic Station ecosystem.

2. OBJECTIVES

- Promote responsible data stewardship.
- Improve data quality.
- Define ownership and accountability.
- Protect sensitive information.
- Support evidence-based decisions.
- Align data stewardship with the Universal Core architecture.

3. DATA STEWARDSHIP PRINCIPLES

Data stewardship shall be:

- Accurate

- Accountable
- Consistent
- Secure
- Transparent
- Governed

4. DATA STEWARDSHIP MODEL

Each governed data asset should include:

- Data asset identifier
- Business owner
- Data steward
- Classification
- Quality standards
- Approved uses
- Security requirements
- Retention requirements
- Related systems
- Review schedule

5. DATA STEWARDSHIP LIFECYCLE

Stewardship activities include:

- Planning
- Collection
- Validation
- Maintenance
- Protection

- Use
- Review
- Retirement

6. DATA STEWARDSHIP CONTROLS

Organizations may implement:

- Data catalogs
- Steward assignment registers
- Quality scorecards
- Access governance
- Metadata repositories
- Stewardship dashboards

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Data quality scores
- Steward assignment coverage
- Metadata completeness
- Access compliance
- Review completion rate
- Data issue resolution time

8. GOVERNANCE

Leadership shall appoint data stewards, approve stewardship policies, allocate stewardship resources, oversee quality improvement initiatives, review stewardship performance, and ensure accountability for critical data.

9. CONTINUAL IMPROVEMENT

Data stewardship should improve through audits, quality assessments, stakeholder feedback, technology modernization, governance reviews, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed information governance data stewardship framework that preserves trusted data, supports organizational accountability, and strengthens the Universal Core through consistent stewardship practices.

Universal Information Governance Information Stewardship Framework

CSA-137 — Universal Information Governance Information Stewardship Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for governing the stewardship of information assets throughout the Civic Station ecosystem. Information stewardship ensures that designated individuals and organizations actively manage information quality, accessibility, protection, lifecycle, and business value on behalf of the community they serve.

2. OBJECTIVES

- Define stewardship responsibilities.
- Improve information quality.
- Coordinate governance activities.
- Promote responsible information management.
- Increase organizational accountability.
- Align stewardship practices with the Universal Core architecture.

3. INFORMATION STEWARDSHIP PRINCIPLES

Information stewardship shall be:

- Responsible

- Transparent
- Collaborative
- Accountable
- Sustainable
- Governed

4. INFORMATION STEWARDSHIP MODEL

Each governed information domain should define:

- Steward identifier
- Information owner
- Steward responsibilities
- Authority boundaries
- Escalation procedures
- Quality objectives
- Compliance obligations
- Review schedule
- Reporting requirements
- Improvement objectives

5. STEWARDSHIP LIFECYCLE

Stewardship activities include:

- Assignment
- Planning
- Monitoring
- Coordination
- Quality improvement

- Issue resolution
- Review
- Continuous improvement

6. STEWARDSHIP CONTROLS

Organizations may implement:

- Stewardship charters
- Responsibility matrices
- Governance committees
- Steward review meetings
- Quality scorecards
- Improvement action registers

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Steward assignment coverage
- Information quality scores
- Policy compliance
- Issue resolution time
- Review completion rates
- Governance maturity

8. GOVERNANCE

Leadership shall establish stewardship standards, appoint qualified stewards, define responsibilities, allocate governance resources, oversee stewardship performance, and ensure consistent implementation across the enterprise.

9. CONTINUAL IMPROVEMENT

Stewardship practices should improve through governance reviews, performance measurement, stakeholder feedback, process refinement, education, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed information stewardship framework that clearly defines stewardship responsibilities, improves information quality, and strengthens the Universal Core architecture.

Organizational Stewardship Framework

CSA-2012 Civic Station Architecture Organizational Stewardship Framework

Purpose

This document establishes a common framework for organizational stewardship throughout the Civic Station Universal Core. Stewardship emphasizes the responsible care, improvement, and long-term sustainability of organizations, their people, resources, and public trust.

Definition

Organizational Stewardship is the ongoing responsibility to preserve, improve, and responsibly pass an organization to future participants in better condition than it was received.

Objectives

- Promote responsible leadership. • Protect public confidence. •

Encourage ethical decision-making. • Preserve institutional capability.

- Support continuous improvement across generations.

Guiding Principles

1. Place the mission above personal interests.

2. Make decisions with long-term consequences in mind.

3. Use resources responsibly.

4. Preserve organizational knowledge.

5. Prepare future leaders for success.

6. Leave systems stronger than they were found.

Areas of Stewardship

Mission Stewardship - Keep activities aligned with the organization’s purpose. - Periodically review goals and priorities.

People Stewardship - Encourage respectful collaboration. - Invest in education, mentoring, and succession.

Resource Stewardship - Manage finances, equipment, facilities, and time responsibly. - Avoid unnecessary waste.

Knowledge Stewardship - Maintain accurate documentation. - Preserve historical records and lessons learned. - Share knowledge broadly.

Community Stewardship - Build trust through transparency and reliability. - Listen to community feedback. - Demonstrate consistent public service.

Stewardship Review Questions

- Are today’s decisions helping future participants?

- Are resources being managed responsibly?
- Is organizational knowledge being preserved?
- Are future leaders being developed?
- Does the organization leave its community stronger over time?

Relationship to Other Frameworks

This framework complements:

- CSA-2001 Organizational Health
- CSA-2008 Lessons Learned
- CSA-2009 Institutional Memory
- CSA-2010 Organizational Continuity
- CSA-2011 Organizational Resilience

Together these frameworks encourage organizations to think beyond immediate operations and toward long-term civic responsibility.

Editorial Guidance

Throughout Civic Station, stewardship should be presented as an ongoing commitment rather than a one-time activity. Every organization, regardless of size, should strive to preserve trust, improve capability, and responsibly prepare the next generation to continue its mission.

End of CSA-2012

Reference and Library Connections

Topic and Source Finder

- Appendix C How To Build Local Collections
- Appendix E Archive Stewardship Guide
- Appendix D Print And Distribution Guide
- Civic Station Community Network Local Capacity Integrated Systems Framework Handbook Reference Edition V1.0.0
- Civic Station Community Network Local Infrastructure Resilience Foundation Handbook Reference Edition V1.0.0
- Civic Station Community Network Local Infrastructure Resilience Communication Handbook Reference Edition V1.0.0
- Civic Station Community Network Local Infrastructure Resilience Participation Handbook Reference Edition V1.0.0
- Universal Information Governance Data Stewardship Framework
- Universal Information Governance Information Stewardship Framework
- Organizational Stewardship Framework

Related Publications

- Core Reference Edition (CSUC-REF-001)
- Master Civic Glossary (CSUC-REF-002)
- Universal Core Document Catalog (CSUC-REF-003)
- Civic Station Foundations (CSUC-FND-001)